



Fact Sheet:

D.C. Department of Insurance &
Securities Regulation

Continuing Education Requirements

The District of Columbia's
Continuing Education and Pre-
Licensing Rule went into effect

May 19, 2000. Agents and Brokers

who are licensed in the District of Columbia must meet the
following continuing education (CE) requirements.

Complete at least sixteen(16) credit hours within the two calendar
year period preceding expiration of the license, or

Complete twenty-four (24) credit hours, including six (6) credit
hours for each major line of authority when licensed for both
Life/Health and Property and Casualty insurance.

No more than half an applicants CE requirement may be satisfied
through courses sponsored by an insurance company. Fifty
minutes in the classroom is defined as a credit hour.

Biennium ending April 30, 2000:

- For this biennium ending April 30, 2000, agents and
brokers will be required to meet only half the regular CE
requirements.
- Agents and brokers licensed for Property and Casualty or
Life and Health products must have (8) eight credits
hours of approved CE.
- Agents and Brokers selling both lines must have (12)
twelve credit hours of CE. Agents and brokers, who have
met the CE requirements in other jurisdictions will be
able to use those credits to meet the CE requirements for
this period.

Rules for Filing CE Credits

- For the first biennium, DC agents and brokers who have
met CE requirements in another jurisdiction will be able
to file those credits to meet the CE requirements this
biennium.
- Beginning with the first full biennium ending April 30,
2003, agents and brokers must meet full CE requirements
of sixteen (16) credit hours for one line or twenty-four
(24) for two lines.
- Agents and brokers who miss the December 31 filing
deadline of the even numbered year for filing CE credits
have thirty (30) days to file CE credits, and must pay a
late fee.

**The filing fee for resident agents/brokers
for filing CE credits is \$40.00**

Failure to Comply with Continuing Education:

Failure to comply will result in non-renewal of licenses and
termination of qualifications to act as an insurance agent or broker in
the District of Columbia. Approved Continuing Education Courses and
Credit Hours. Approved CE courses and credit hours will be listed on
the DISR web site at www.disr.washingtondc.gov.

Proof of Completion of Continuing Education Credits

All licensees who have not attained the required number of CE credit
hours will be notified via mail at the last known address on file with the
Department of Insurance and Securities Regulation. Notice of
insufficient CE credit hours will be mailed sixty (60) days prior to
December 31 of the even numbered year.

Non-Resident Applicants

Non-resident applicants, who meet the CE requirements in their home
state, must provide a letter of good standing dated no more than ninety
(90) days prior to April 30 of the odd numbered years to meet
requirements.

Exemptions from Continuing Education

The only applicants exempted from this requirement are those who are
65 years of age or older and have been continuously licensed for at
least twenty-five (25) years.

Continuing education credits do not apply to applicants seeking first
renewal of a license granted by a pre-licensing examination, or
applicants who have been granted a license during the (2) two-year
period preceding the date the license expires.

Self Study (CE ONLY)

Approved self-study courses may be used as long as the courses are
successfully completed by a supervised examination.

Attention Course Providers

To have courses approved, please contact DISR's CE processor for an
application:

Assessment Systems, Inc. (ASI)
METRO-PLEX II
8201 Corporate Drive, #400
Landover, MD 20785
Web: www.asisvcs.com

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